



**Billing Code: 4210-67**

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**[Docket No. FR-5910-N-16]**

**60-Day Notice of Proposed Information Collection:**

**Recordkeeping for HUD's Continuum of Care Program**

**AGENCY:** Office of Community Planning and Development, HUD.

**ACTION:** Notice.

**SUMMARY:** HUD is seeking approval from the Office of Management and Budget (OMB) for the information collection described below. In accordance with the Paperwork Reduction Act, HUD is requesting comment from all interested parties on the proposed collection of information. The purpose of this notice is to allow for 60 days of public comment.

**DATES:** Comments Due Date: **[Insert date that is 60 days after the date of publication in the Federal Register.]**

**ADDRESSES:** Interested persons are invited to submit comments regarding this proposal. Comments should refer to the proposal by name and/or OMB Control Number and should be sent to: Colette Pollard, Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000; telephone (202) 402-3400 (this is not a toll-free number) or email at [Colette.Pollard@hud.gov](mailto:Colette.Pollard@hud.gov) for a copy of the proposed forms or other available information. Persons with hearing or speech impairments may access this number through TTY by calling the toll-free Federal Relay Service at (800) 877-8339.

**FOR FURTHER INFORMATION CONTACT:** Norm Suchar, Director, Office of Special Needs Assistance Programs, Office of Community Planning and Development, Department of Housing and Urban Development, 451 7th Street, SW, Room 7262, Washington, DC 20410; telephone (202) 708-5015 (this is not a toll-free number). Persons with hearing or speech impairments may access this number through TTY by calling the toll-free Federal Relay Service at (800) 877-8339. Copies of available documents submitted to OMB may be obtained from Ms. Pollard.

**SUPPLEMENTARY INFORMATION:** This notice informs the public that HUD is seeking approval from OMB for the information collection described in Section A.

**A. Overview of Information Collection**

Title of Information Collection: Recordkeeping for HUD's Continuum of Care Program.

OMB Approval Number: 2506-0199.

Type of request: Extension.

Form Number: N/A.

Description of the need for the information and proposed use: This submission is to request an extension of an Existing Collection in use with an OMB Control Number for the Recordkeeping for HUD's Continuum of Care Program. Continuum of Care program recipients will be expected to implement and retain the information collection for the recordkeeping requirements. The statutory provisions and implementing interim regulations govern the Continuum of Care Program recordkeeping requirements for recipient and subrecipients and the standard operating procedures for ensuring that Continuum of Care Program funds are used in accordance with the program requirements. To see the regulations for the new CoC program and applicable

supplementary documents, visit HUD's Homeless Resource Exchange at

<https://www.onecpd.info/resource/2033/hearth-coc-program-interim-rule/>

Respondents (i.e. affected public): Continuum of Care program recipients and subrecipients

Estimated Number of Respondents: The CoC record keeping requirements include 45 distinct activities. Each activity requires a different number of respondents ranging from 10 to 350,000.

There are 366,500 unique respondents.

Estimated Number of Responses: 3,968,075.

Frequency of Response: Each activity has a unique frequency of response, ranging from once to 200 times annually.

Average Hours per Response: Each activity also has a unique associated number of hours of response, ranging from 15 minutes to 180 hours.

Total Estimated Burdens: The total number of hours needed for all reporting is 1,921,711 hours.

A	B	C	D	E	F		
Information Collection	Number of Respondents	Frequency of Response	Responses Per Annum	Burden Hours Per Response	Annual Burden Hours	Hourly Cost Per Response	Annual Cost
§578.5(a) Establishing the CoC	450	1	450	8	3,600	\$37.13	\$133,668.00
§578.5(b) Establishing the Board	450	1	450	5	2,250	\$37.13	\$83,542.50
§ 578.7(a)(1) Hold CoC Meetings	450	2	900	4	3,600	\$37.13	\$133,668.00
§ 578.7(a)(2) Invitation for New Members	450	1	450	1	450	\$37.13	\$16,708.50
§ 578.7(a)(4) Appoint committees	450	2	900	0.5	450	\$37.13	\$16,708.50

§ 578.7(a)(5) Governance charter	450	1	450	7	3,150	\$37.13	\$116,959.50
§ 578.7(a)(6) and (7) Monitor performance and evaluation	450	4	450	9	4,050	\$37.13	\$150,376.50
§ 578.7(a)(8) Centralized or coordinated assessment system	450	1	450	8	3,600	\$37.13	\$133,668.00
§ 578.7(a)(9) Written standards	450	1	450	5	2,250	\$37.13	\$83,542.50
§ 578.7(b) Designate HMIS	450	1	450	10	4,500	\$37.13	\$167,085.00
§ 578.9 Application for funds	450	1	450	180	81,000	\$37.13	\$3,007,530.00
§ 578.11(c) Develop CoC plan	450	1	450	9	4,050	\$37.13	\$150,376.50
§ 578.21(c) Satisfying conditions	8,000	1	8,000	4	32,000	\$37.13	\$1,188,160.00
§ 578.23 Executing grant agreements	8,000	1	8,000	1	8,000	\$37.13	\$297,040.00
§ 578.35(b) Appeal—solo	10	1	10	4	40	\$37.13	\$1,485.20
§ 578.35(c) Appeal—denied or decreased funding	15	1	15	1	15	\$37.13	\$556.95
§ 578.35(d) Appeal— competing CoC	10	1	10	5	50	\$37.13	\$1,856.50
§ 578.35(e) Appeal— Consolidated Plan certification	5	1	5	2	10	\$37.13	\$371.30
§ 578.49(a)— Leasing exceptions	5	1	5	1.5	7.5	\$37.13	\$278.48
§ 578.65 HPC Standards	20	1	20	10	200	\$37.13	\$7,426.00

§ 578.75(a)(1) State and local requirements— appropriate service provision	7,000	1	7,000	0.5	3,500	\$37.13	\$129,955.00
§ 578.75(a)(1) State and local requirements— housing codes	20	1	20	3	60	\$37.13	\$2,227.80
§ 578.75(b) Housing quality standards	72,800	2	145,600	1	145,600	\$37.13	\$5,406,128.00
§ 578.75(b) Suitable dwelling size	72,800	2	145,600	0.08	11,648	\$37.13	\$432,490.24
§ 578.75(c) Meals	70,720	1	70,720	0.5	35,360	\$37.13	\$1,312,916.80
§ 578.75(e) Ongoing assessment of supportive services	8,000	1	8,000	1.5	12,000	\$37.13	\$445,560.00
§ 578.75(f) Residential supervision	6,600	3	19,800	0.75	14,850	\$37.13	\$551,380.50
§ 578.75(g) Participation of homeless individuals	11,500	1	11,500	1	11,500	\$37.13	\$426,995.00
§ 578.75(h) Supportive service agreements	3,000	100	30,000	0.5	15,000	\$37.13	\$556,950.00
§ 578.77(a) Signed leases/occupancy agreements	104,000	2	208,000	1	208,000	\$37.13	\$7,723,040.00
§ 578.77(b) Calculating occupancy charges	1,840	200	368,000	0.75	276,000	\$37.13	\$10,247,880.00
§ 578.77(c) Calculating rent	2,000	200	400,000	0.75	300,000	\$37.13	\$11,139,000.00
§ 578.81(a) Use restriction	20	1	20	0.5	10	\$37.13	\$371.30
§ 578.91(a) Termination of	400	1	400	4	1,600	\$37.13	\$59,408.00

assistance							
§ 578.91(b) Due process for termination of assistance	4,500	1	4,500	3	13,500	\$37.13	\$501,255.00
§ 578.95(d)—Conflict-of-Interest exceptions	10	1	10	3	30	\$37.13	\$1,113.90
§ 578.103(a)(3) Documenting homelessness	300,000	1	300,000	0.25	75,000	\$37.13	\$2,784,750.00
§ 578.103(a)(4) Documenting at risk of homelessness	10,000	1	10,000	0.25	2,500	\$37.13	\$92,825.00
§ 578.103(a)(5) Documenting imminent threat of harm	200	1	200	0.5	100	\$37.13	\$3,713.00
§ 578.103(a)(7) Documenting program participant records	350,000	6	2,100,000	0.25	525,000	\$37.13	\$19,493,250.00
§ 578.103(a)(7) Documenting case management	8,000	12	96,000	1	96,000	\$37.13	\$3,564,480.00
§ 578.103(a)(13) Documenting faith-based activities	8,000	1	8,000	1	8,000	\$37.13	\$297,040.00
§ 578.103(b) Confidentiality procedures	11,500	1	11,500	1	11,500	\$37.13	\$426,995.00
§ 578.105(a) Grant/project changes—UFAs	20	2	40	2	80	\$37.13	\$2,970.40
§ 578.105(b) Grant/project changes—multiple project applicants	800	1	800	2	1,600	\$37.13	\$59,408.00
<b>Total</b>	<b>366,500</b>		<b>3,968,075</b>		<b>1,921,711</b>		<b>\$71,353,110.87</b>

Annualized Cost @ \$37.13/hr (GS-12): \$71,353,110.87.

## **B. Solicitation of Public Comment**

This notice is soliciting comments from members of the public and affected parties concerning the collection of information described in Section A on the following:

- (1) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- (2) The accuracy of the agency's estimate of the burden of the proposed collection of information;
- (3) Ways to enhance the quality, utility, and clarity of the information to be collected; and
- (4) Ways to minimize the burden of the collection of information on those who are to respond; including through the use of appropriate automated collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

HUD encourages interested parties to submit comment in response to these questions.

**C. Authority:** Section 3507 of the Paperwork Reduction Act of 1995, 44 U.S.C. Chapter 35.

**Date:** September 11, 2016

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Harriet Tregoning  
Principal Deputy Assistant Secretary  
for Community Planning and Development

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